

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: ADOA/ISD	
Vendor: Merrill Consultants	Estimated Cost: \$1,500.00
Section 2	
Brief description of materials or services: Yearly Software Maintenance	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: Merrill Consultants is sole propriatry for this software	
Duration of this Sole Source procurement: 12/1/07 - 11/30/08	
Briefly describe the efforts made to seek other sources: The ADOA Purchasing has identified this procurement as a sole source procurement, ADOA Procurement verified this fact using the following methods: internet search, checking with software maintenance companies that have provided software maintenance to this agency in the past and current State Contracts. After exhausting these all these avenues, we have determined that this purchase is a sole source.	

Send comments to the following individual:

Requesting Agency Contact Information	
Procurement Officer: Helen Garcia	
Phone Number: 602-542-2090	Email Address: helen.garcia@azdoa.gov

State Procurement Website Posting Information	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 11/15/2007	Date Closed: 11/23/2007